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Service Electors Data Entry Status

Dated : 11/03/2015

State Code	State Name	Total ACs	Data Entry Completed	Data Entry Pending
S03	Assam	126	126	0
S04	Bihar	243	243	0
S05	Goa	40	40	0
S06	Gujarat	182	182	0
S07	Haryana	90	90	0
S08	Himachal Pradesh	68	68	0
S09	Jammu & Kashmir	87	86	1
S10	Karnataka	224	222	2
S11	Kerala	140	140	0
S12	Madhya Pradesh	230	230	0
S13	Maharashtra	288	108	180
S14	Manipur	60	60	0
S15	Meghalaya	60	60	0
S16	Mizoram	40	40	0
S17	Nagaland	60	60	0
S18	Odisha	147	147	0
S19	Punjab	117	117	0
S20	Rajasthan	200	90	110
S21	Sikkim	32	31	1
S22	Tamil Nadu	234	234	0
S23	Tripura	60	60	0
S24	Uttar Pradesh	403	269	134
S25	West Bengal	294	294	0
S26	Chhattisgarh	90	90	0
S27	Jharkhand	81	25	56
S28	Uttarakhand	70	70	0
S29	Telangana	119	119	0
J01	Andaman & Nicobar Islands	1	0	1
J02	Chandigarh	1	1	0
J03	Dadra & Nagar Haveli	1	1	0
J04	Daman & Diu	2	2	0
J05	NCT OF Delhi	70	38	32
J06	Lakshadweep	1	1	0
J07	Puducherry	30	30	0

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Rajiv Agarwal

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10/

By e-mail

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.485/Comp/ Misc/2015

Dated:-5th March,2015

To

All Chief Electoral Officers of State/UTs

Subject :-Progress report on preparedness of NERPAP-regarding.

Sir,

I am directed to say that Commission wish to review the progress on preparedness of NERPAP-at CEO, DEO and ERO level at 11.00 AM on 10.03.2015. It is requested to submit the details as below for this review by 4.00 PM on 9/03/2015.

a) CEO level

1. if political party meeting has been called and conducted?
2. If press conference has been held and explained NERPAP.
3. Has a meeting with all DEOs conducted and details explained to them?

b) DEO level

1. if political party meeting has been called and conducted ?
2. If press conference has been held and explained NERPAP.
3. Has a meeting with all DEOs conducted and details explained to them?

c) ERO level

1. Has the meeting with BLOs been conducted and details explained?
2. Has AEROs been identified and taken on board to prepare per day hearing to be scheduled?
- 3.Has the location for hearing been identified and prepared?

Yours faithfully,

TRUE COPY
(I.C./GOEL)

UNDER SECRETARY

राजन अग्रवाल/RAJAN AGRAWAL
अनुभाग अधिकारी/Section Officer
भारत निर्वाचन आयोग
Election Commission of India
अशोक राड, नई दिल्ली-110001
Ashoka Road, N. Delhi-110001

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101-A
DRAFT EMAIL

Please refer to letter number 485/comp/Misc/2015 dated 5th March, 2015 (copy enclosed). If you have not forwarded the required inputs please forward the same immediately as the ECI demands it before VC starts. Another format is being sent. Please forward inputs on this by 100 PM tomorrow after which the statement to be submitted will be frozen. (please see the attachment)

I further state that the VC to be taken by the ECI has been fixed tomorrow between 4 pm to 6 pm. In the meeting broadly two aspects will be reviewed- (a) progress of NERPP programme (b) Review of on going de-novo revision of last part of electoral rolls pertaining to service electors w.r.t. 1.1.2015 as qualifying date.

In NERPAP the following are agenda points -

1. Review of preparedness at the level of CEO, DEO and ERO. Whether programme formally launched in the state on 3rd March, 2015
2. Action plan for each activity of NERPAP made and copy sent to ECI.
2. Publicity programme for NERPP
3. If BLOs are in position every PS and their reporting/monitoring formats finalized.
4. Status of formation of Booth Awareness Group (BAGs)
5. Whether all IT related arrangements for NERPAP are in place.
6. Whether state ER database has been linked with national Electors' database and is displayed in NVSP.
7. Training programme time lines.
8. If the state call centre with toll free '1950' is functional. If so how many calls have been received on NERPAP.
9. If any problem being faced, then specify it.

On Service Elector's point-

1. Total number of existing service electors. Total number of Form 2, 2A and 3 received so far.
2. If the data entry in ERMS for existing service electors has been updated. As per our record many CEOs are still on the way. (please see the attachment). This has to be completed before VC, else ECI may be apprised of reasons for not completing the task.

It will be in fitness of the things if the inputs on the above said points are sent to ECI in writing before VC for use by ECI during VC.

R K Srivastava
Principal Secy.

TRUE CERTIFIED COPY
Rajan Aggarwal
Joint Secretary
Election Commission of India
Sector 23B, 1st Floor, 110001
Asoka Road, N. Delhi-110001

For approval.

DEC/W

Rajan
11/3



भारत निर्वाचन आयोग
Election Commission of India

निर्वाचन सदन
NIRVACHAN SADAN
अशोक रोड, नई दिल्ली - 110001
ASHOKA ROAD, NEW DELHI-110001

No. 23/1/2016-ERS/259

Date: 16th March, 2015

To,

Shri Vijay S Madan, IAS
Director General & Mission Director,
Unique Identification Authority of India (UIDAI),
3rd Floor, Tower-II, Jeevan Bharati Building,
Cannaught Circus, New Delhi - 110 001

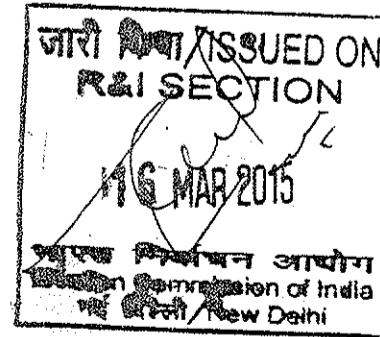
Subject: - Integration of Aadhaar data with EPIC data - providing DSDV services - reg.

Respected Sir,

We have tested the DSDV service using the credentials shared by Aadhaar. But it was found that when used in ERO application by wrapping it in frame it is not performing as desired, it is expected that EPIC and Aadhaar Data should be shown to ERO on a single page so that he can compare both the details and take decisions immediately. Since, the preset DSDV service is not integral part of ERO module of nvsp, ERO will have to scroll down through window to see the details completely. Overall, it will not give good viewing experience. So, to integrate it directly it has to be in the form of web service or web API. Please provide DSDV service in the form of web service or web API.

With regards.

Yours faithfully,



(V.N. Shukla)
Director (IT)

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Rajan Agarwal
राजन अग्रवाल/RAJAN AGARWAL
अनुभाग अधिकारी/Section Officer
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SN 8(P)
23
Government of Bihar
Election Department

Office of the Chief Electoral Officer, Bihar
7, Sardar Patel Marg (Mangles Road), Patna-800015

103
Fax/e-mail

Phone no. : 0612-2217956
Fax no.: 0612-2215611
E-mail : ceo_bihar@eci.gov.in

Letter no. ER2-01/2015- 724

Patna, dated 26 February, 2015.

From

Ajay Nayak,
• Chief Electoral Officer, Bihar.

To

Mr. Umesh Sinha,
Deputy Election Commissioner,
Election Commission of India,
Nirvachan Sadan, Ashoka Road,
New Delhi - 110001.

Sub.: Improvement of Electoral Rolls - permission for suo-motu deletion.

Ref. : This office letter no. 463 dated 11th February, 2015.

Sir,

Kindly refer to this office letter under reference on the subject mentioned above, vide which it was informed that after final publication of the electoral roll w.r.t. 01.01.2015 as the qualifying date, the de-duplication software was further run on the electoral database and it was found that possible duplicates still exist in the electoral roll. In this context, it was requested to communicate the permission of the Commission for suo-motu deletion in the electoral roll during the year, 2015 but approval of the Commission not received till now. A copy of this office letter no. 463 dated 11th February, 2015 is enclosed for your ready reference.

It is to inform you that the pdf copies of the list of possible duplicates have been generated and these lists are distributed to concerned EROs during their training at the State Headquarters between 18th to 25th February, 2015.

The exercise of removing possible duplicates/suo-motu deletion require permission of the Commission as the General Election to Bihar Legislative Assembly is scheduled during this year.

It is, therefore, requested that the permission of the Commission may kindly be communicated to this office as early as possible for suo-motu deletion for possible duplicates in the electoral roll during the year, 2015.

Encl. : As above.

Yours faithfully

Ajay Nayak
(Ajay Nayak)
Chief Electoral Officer, Bihar.

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Rajan Agarwal
राजन अग्रवाल/RAJAN AGARWAL
Section Officer
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Government of Bihar
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Phone no. : 0612-2217956
Fax no.: 0612-2215611
E-mail : ceo_bihar@eci.gov.in

Letter no. ER2-01/2015-

463

Patna, dated 11 February, 2015.

From

Ajay Nayak,
Chief Electoral Officer, Bihar.

To

Mr. Umesh Sinha,
Deputy Election Commissioner,
Election Commission of India,
Nirvachan Sadan, Ashoka Road,
New Delhi - 110001.

Sub.: Improvement of Electoral Rolls - permission for suo-motu deletion.

Sir,

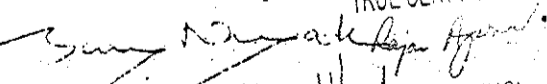
I would like to inform you that the total number of possible duplicates generated by the software was 37,54,648 at the time of draft publication of Electoral Roll w.r.t. 01.01.2015. The duplicates and errors were combined into one checklist and polling station wise pdf copies of these check lists were circulated to all concerned officials with the direction to delete/rectify these in accordance with law within the stipulated time frame. The hard copies of check lists were also made available to all the political parties at the district level. All possible duplicates were verified by the field officials and 2,47,789 were deleted both through Form-7 and suo-motu during SSR, 2015.

After final publication of the electoral roll w.r.t. 01.01.2015 as the qualifying date, the de-duplication software was further run on the electoral database and it was found that possible duplicates still exist in the electoral roll. The pdf copies of the list of possible duplicates are being generated and all concerned EROs are being called at the State Headquarters for its demonstration/distribution.

The exercise of removing possible duplicates/suo-motu deletion require permission of the Commission as the General Election to Bihar Legislative Assembly is scheduled during this year.

It is, therefore, requested that the permission of the Commission may kindly be communicated to this office for suo-motu deletion in the electoral roll during the year, 2015.

Yours faithfully


(Ajay Nayak)
Chief Electoral Officer, Bihar.

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रजि. अग्रवाल/RAJWAL
अनुभाग/Section
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Ashoka Road, N. Delhi-110001

"Greater Participation for a Stronger Democracy"

105
By E-MAIL/Speed Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

Dated: 11th April, 2013.

No.23/2013-ERS/Vol-III

To

The Chief Electoral Officers
Of all States/UTs.

Subject:- *Precautions to be taken for deletion of the name of the electors from the electoral roll, - regarding.*

Sir/Madam,

The Commission has issued detailed instructions laying down the procedure to be followed by the Electoral Registration Officers for deletion of the names of electors from electoral rolls.

2. It has already been mentioned that proper enquiry should be made by E.R.O. before taking a decision to delete an existing entry from the rolls. However, complaints have often been received from various quarters that names of persons having EPICs are deleted from the electoral rolls with out affording them proper opportunity of hearing.

3. In the existing electoral system, deletion of names of electors can be done in the following situations:

- (a) Death
- (b) Shifted
- (c) Missing
- (d) Disqualification
- (e) Repeated entry.

4. The Commission, in order to avoid wrongful deletions, has decided to issue the following instructions for compliance of EROs in future:-

- i. In death cases, the ERO can delete the name of the elector on the basis of death certificates from the competent authorities/reports from BLOs/Form-7 from close relatives, friends, neighbors etc. and no further enquiry is required in such cases.

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Rajan Agarwal
राजन अग्रवाल / RAJAN AGARWAL
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ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI - 110 001

No.23/1/2013-ERS

Dated: 11th December, 2013

To,

The Chief Electoral Officers
of all States and UTs

Sub: Preparation of error free electoral roll for the forthcoming Lok Sabha Elections.

- Ref: (i) Letter No.23/1/2013-ERS dated 05.02.2013
(ii) Letter No.485/Comp/ERMS/2013 dated 08.04.2013
(iii) Letter No.23/2013-ERS/Vol.III dated 11.04.2013, and
(iv) Letter No.23/Conf./2013-ERS dated 17.06.2013

Sir/Madam,

An accurate error free electoral roll is the corner stone of free and fair elections. The Commission has always laid emphasis on the electoral roll in which:-

- (a) All eligible persons are enrolled.
- (b) No ineligible person is enrolled.
- (c) There are no duplicates (and wrongful deletions of eligible voters).
- (d) All entries are correct especially with reference to name, surname, relative's name and surname, date of birth, age, gender, photograph, etc. for every elector.

2. The Commission has issued detailed instructions from time to time to ensure purity and quality of electoral rolls. In view of the fact that summary revision of electoral rolls, 2014 is going on in most of the States and also in view of the forthcoming general elections to Lok Sabha, the Commission has decided to reiterate and issue comprehensive instructions on preparation of electoral rolls. CEOs, DEOs, EROs and AEROs must ensure that these instructions are followed in letter and spirit so that electoral rolls are in perfect shape and are completely free from errors.

राजन अग्रवाल/RAJAN AGARWAL
अनुभाग अधिकारी/Section Officer
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3. Identification of duplicates -

The Commission received complaints from time to time that there are duplicates in electoral rolls. A software tool based on SQL server was developed by the Commission and given to all the States for identification of possible duplicates. Another software based on Python has been given for identification of possible duplicates in the electoral rolls. This tool has been kept on the following location at the Commission's server - FTP Server: <ftp://164.100.34.8/> with the Username: Administrator, Password: 12oct@sysnet and Folder Name: De-duplication (Python). The Commission has directed that these software tools may be used to identify possible duplicates in the electoral rolls.

- (a) The Commission has also directed that data should be pooled for de-duplication in electoral roll across border State boundaries. For example, for NCT of Delhi, de-duplication must be done with data pooled from other regions in NCR including Noida, Ghaziabad, Faridabad, Gurgaon, etc. Similarly, de-duplication between urban and rural areas near big cities and metropolitan towns must also be done.
- (b) Once possible duplicates have been identified, these should be printed along with photographs one below the other. ERO should then compare the photographs visually to identify whether photographs match. If photographs match then the probability of the record being duplicated is very high.
- (c) All cases where photographs match must be verified by BLOs and if they are found to be real duplicates, the name of the person should be deleted from the place where he is no longer ordinarily resident by following the due process of law as per instructions contained in the Commission's Letter No.23/Conf./2013/ERS dated 17.06.2013.
- (d) In those cases where rolls are in different languages State boundaries, de-duplication may not be possible using software. In such cases, de-duplication of only border polling stations across State may be done by physical verification of electoral rolls at the level of ERO.

RECEIVED
RAJAN K. ARVIL
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Election Commission of India
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Ashoka Road, N. Delhi-110001

4. Prevention of creation of duplicates

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It has been noticed that duplicates get created because when electors shift from one place to another, they get themselves enrolled at the new place without getting their name deleted from the old address. In order to avoid such a thing from happening, the following must be done:-

- a. Those CEOs who have provided online application facility on their website must combine such facility with elector search based on name and EPIC. The person filing up online Form 6/Form 6A should be prompted by the website to first search his name and ensure that his name is not already enrolled somewhere else. In case his name is already enrolled, he should be prompted to fill part IV of Form 6 indicating that he is already enrolled somewhere else and requesting the ERO for deletion of his name from the earlier place of enrollment.
- b. In online application facility filling of part IV of Form 6 must be made a mandatory field. The person filing up this form online should be required to clearly indicate in part IV whether he is applying for enrolment for the first time or he is already enrolled somewhere else. It should not be possible to submit the online form without filling this information. It should also be made clear in the online form that giving wrong information is violation of Sec.31 of R P Act, 1950 which is punishable with imprisonment for a term which may extend to one year, or with fine, or with both.
- c. In all cases where Form 6 is received on paper, the BLO must check whether part IV of Form 6 has been filled or not. If part IV of Form 6 is not filled, the BLO should get this part filled from the elector before receiving the Form 6. In case applicant refuses to fill part IV, the BLO will not accept the Form. In case ERO comes across Form 6 in which part IV is not filled, he shall get it filled from the elector with the help of BLO. If BLO is not successful in getting part IV filled, the Form shall be rejected summarily.
- d. In all such cases where part IV of Form 6 indicates that the elector is already enrolled in some other constituency or part, a photocopy of Form

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अनुमान अधिकारी, Section Officer

भारत निर्वाचन आयोग

Ashtoka Road, N. Delhi-110001

6 should be sent to the concerned ERO for deletion of his name by following the process described in paragraph 5 below.

5. Process where Part IV of Form 6 indicates that the elector is already enrolled in some other constituency or part:-

- i. In case the elector has indicated that he is already enrolled in another part of the same constituency, the declaration in Form 6 should be treated as Form 8A. ERO should delete his name from the part where he is no longer ordinarily resident and include his name in the part where he is ordinarily resident.
- ii. In all other cases a photocopy of the Form 6 shall be sent to the concerned ERO for deletion of his name from the earlier place of enrollment. For this purpose, every ERO shall maintain two registers. First will be register of Forms 6 (as per Format 'A' enclosed) sent to other EROs for deletion of name. Second will be the register of Forms 6 (as per Format 'B' enclosed) which have been received from other EROs for deletion of name. When an ERO receives Form 6 in which part IV indicates that the elector is enrolled in some other constituency he shall make an entry of this Form 6 in the register in Format A. He shall then make a photocopy of this Form 6 and send it by courier with acknowledgement due to the concerned ERO. Photocopies to be sent to other EROs should be collected for a week. Separate weekly bundles should be made for each concerned ERO to whom these photocopies have to be sent and these bundles should be couriered to the concerned ERO. Thus the courier is not required to be sent on daily basis but on weekly basis. After acknowledgement of receipt is received from the concerned ERO the acknowledgement shall be pasted against the relevant entry in the register. When an ERO receives Form 6 from another ERO in which deletion of name has been requested in part IV by the elector, he shall make entry in the register in Format B and shall delete the name of the concerned elector after following due process.

of law. Thereafter, he shall send information to the concerned ERO of having deleted the name of the elector. The concerned ERO on receiving this information shall make an entry to that effect in the register in the Format A.

- iii. For each case where part IV of the Form 6 is to be sent to another ERO, sending ERO shall fill up online Form 6 with respect to that elector on the website of the CEO. In case online application facility is not available on the website of the CEO, online Form 6 shall be filed up on the website of Election Commission of India.

6. Prevention of creation of new errors -

Following steps should be taken by the CEOs for prevention of creation of new errors in the electoral rolls:-

- a) Filing up of online forms for inclusion and modification should be encouraged. All CEOs must provide online form filing facility on their websites.
- b) Utmost care must be taken in data entry of forms received on paper. Once the data entry has been done a manuscript should be printed. Proof reading of manuscript should be done to ensure that there are no key punching errors.
- c) In case the elector has given his mobile number or email id, the proposed entry which is going to be made in the electoral roll should be sent to him as SMS and email with the request that the elector should confirm within three days whether the entry is correct or not. If the elector points out any errors in the entry, those should be corrected. If elector does not point out any correction within three days, it shall be assumed that the elector has nothing to point out. The SMS/ email sent to the applicant shall contain the telephone number of ERO's office on which the applicant can make call to point out errors.

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Rajan Agarwal

राजन अग्रवाल/RAJAN AGARWAL
अनुभाग अधिकारी/Section Officer
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7. Prevention of wrong deletions-

The Commission has received complaints from time to time that names of eligible electors are wrongly deleted from electoral rolls. Complaints are also received on the poll day that electors having EPIC have been denied the right to vote because their names were wrongly deleted from the electoral roll. Such instances should never be allowed to occur. The Commission, therefore, has directed that following steps must be taken to ensure that no wrong deletion takes place from the electoral roll:-

- a) Polling station wise list of claims and objections should be put on the website of the CEOs according to the directions contained in the Commission's letter no.22/2/2012-ERS dated 28.09.2012. This list should have a drill down to the original application form without photographs. CEOs must ensure that photographs of electors are not visible on the website.
- b) No deletion should be done without following due process of law as contained in the R P Act, 1950 and the Registration of Electors Rules, 1960. In all cases a notice must be issued to the elector and must be duly served on him. In cases where the elector is not found living at the address in the electoral roll due service of notice must be done by affixation on the wall in the presence of at least 2 witnesses whose signatures should be obtained on a copy of notice and kept in the file by the ERO. Only in the case of death, a death certificate or a statement of relatives, friends or neighbors can be accepted in lieu of the proof of due service of notice.
- c) After the final publication of rolls has been made, no suo moto deletion shall be done in an election year. Deletion can be done only on the basis of Form 7 or on the basis of a request of deletion made by the concerned elector in part IV of Form 6.
- d) Special care must be taken for deletion of names of persons who have already been issued EPIC. Whenever the ERO/AERO is making deletion whether suo moto or on application, he must check

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राजन अग्रवाल/RAJAN
भारत निर्वाचन आयोग
Election Commission
आसक्ति नं. 110/01

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whether the entry in the electoral roll for that elector has a photograph or an EPIC number. In case the entry has a photograph or an EPIC number the following procedure should be followed:-

- I. In case of deletion due to death, the ERO should satisfy himself about the fact of death of the elector by re-verifying the evidence.
- II. In case of deletion because of duplicate entry, the ERO must make a certification in the concerned file in his own hand that he has verified and is satisfied that this entry is a duplicate entry.
- III. Whenever any entry is deleted from the electoral roll a SMS and email should be sent to the concerned elector if his mobile phone or email is available in the electoral database.

8. Further safeguards against wrong deletions -

The Commission has decided that certain additional safeguards should be put in place to prevent wrong deletions before Parliamentary elections. These are described below and shall be treated as special direction of the Commission in terms of Section 22 of the R.P. Act, 1950:-

- I. If any deletion has to be made in the electoral rolls after the final publication of rolls at the end of current summary revision, the ERO shall consult the District Election Officer before making any such deletion. The DEO shall monitor all additions, deletions and modifications from the date of final publication of electoral rolls onwards. In case deletions required in any Assembly constituency are more than 0.1 % of the number of electors in the finally published rolls the DEO shall take the approval of the CEO before allowing such deletions to the ERO.
- II. The ERO shall maintain a daily monitoring register (as per Format 'D' enclosed) of all application forms received in

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Form-6, Form6-A, Form-7, Form-8 and Form 8-A, date wise. As soon as announcement of elections has been made by the Election Commission, the ERO will submit to the DEO a statement of Forms 7, Forms 8 and Forms 8A pending with him on the date of announcement of elections. The DEO shall make a statement by compiling the information of all ACs and send it to the CEO on the date following the date on which announcement of elections is made. The CEO shall compile the information for the entire state and submit it to the Commission on the same day i.e the day following the date of the announcement of elections. All Form 7, Form 8 and Form 8A received till the date of announcement of elections shall be disposed of within 10 days of announcement of elections.

III. No deletion or modification of entries in the electoral rolls shall be done by the ERO either suo moto or on the basis of forms received after the announcement of elections by the Election Commission. If it becomes necessary to delete or modify certain entries after the announcement of elections, the ERO shall make a reference to the Commission through the DEO and CEO and the Commission shall take an appropriate decision in the matter.

IV. Since no deletion or modification shall be done in the electoral roll after ten days of announcement of elections without prior approval of the Commission, the deletion and modification supplementary along with the mother roll reflecting the changes carried out in these supplementaries can be printed immediately after the tenth day of announcement of election has been made by the Commission. The deletion and modification supplementary and the mother rolls so printed shall be put on the website of the CEO as a PDF. Since the First supplementary will be printed at the time of final publication of electoral rolls at the end of summary

TRUE CERTIFIED COPY
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आशोक रोड, न. देही-110001

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revision, the supplementary printed immediately after announcement of elections will be supplementary 2. It may be noted that inclusions of names will carry on till the last date of filing of nominations, therefore, the inclusion supplementary shall be printed only after the last date of filing of nominations is over. It may also be noted that no changes are reflected in the mother roll as a result of the inclusions supplementary, therefore, printing of mother roll, deletion and modification supplementary shall not be affected by entries by the inclusion supplementary.

V. The mother roll, modification and deletion supplementaries should be printed and kept ready. As soon as the inclusion supplementary is printed after the last date of filing nominations and certainly within 3 days of last date of withdrawal of candidatures, the mother roll along with the modification, deletion and inclusion supplementaries should be given to the contesting candidates. Only in those polling stations where deletions and modifications have been made subsequent to the announcement of elections on the directions of Election Commission, the deletion and modification supplementaries and the mother roll reflecting the changes contained therein will have to be reprinted. In case these are printed they will be supplementary 3.

VI. Three master copies of the complete electoral roll with deletion, modification and addition supplementaries and the mother roll reflecting changes in these supplementaries should be prepared. The ERO/AERO shall put his signature on each page of these master copies. One master copy shall be kept in the custody of DEO, second master copy in the custody of the ERO and third in the custody of RO. Contesting candidates shall be allowed to inspect these master copies at any time and compare them with the copies

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of the electoral rolls given to them. This shall ensure that the copies of the electoral roll given to the candidates are identical with the marked copy of the electoral roll given to the Presiding Officer with the exception of PB, EDC mark on them. This will also ensure that no hand stamping of mother roll for deleted or modified entries will be required.

9. Record keeping-

All orders of EROs are quasi judicial orders for which two appeals are provided. First appeal is provided to the District Magistrate and second to the CEO. It is, therefore, necessary that proper record is maintained for all the cases. Following instructions should be followed to maintain these records:-

- a. Case register (as per Format 'C' enclosed) should be maintained for all forms received by the ERO/AERO. Every ERO/AERO shall maintain a separate case register. The case register shall include the details of the applicant, date of receipt of application form, the report of inquiry officer, if any, the dates of hearing, if any and gist of the final order passed by the ERO.
- b. Every application form should be registered in the case register. All documents, notices, statements and other evidence with respect to that application should be kept with it. ERO may pass the order on the application form itself. In case longer order is required to be passed, it should be passed on separate sheet which shall also be kept along with application. All applications and other documents including the order of the ERO with respect to one polling station shall be bound in the form of booklet and kept as record of the case as per Rule 30 of Registration of Electors Rules, 1930.
- c. The ERO shall pass the proper order with respect to each Form. Order shall be communicated in writing to the

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applicant and proof of due service of order on the application should also be kept in record.

- d. Only after the proper order has been passed by the ERO/AERO, and placed in the file changes will be carried out in the electoral database.
- e. If an appeal is filed before the appellate authority the original file shall be called from the ERO/AERO so that the reasons for the ERO's orders are available to the appellate authority while disposing of the case.
- f. The ERO/AERO should remember that every order must be a speaking order giving clear reasons for arriving at the decision.

10. Data Security and accountability-

The Commission has from time to time given instructions that electoral database shall be kept in the custody of the CEO in one or more servers. The server should be kept in data centres with proper fire wall and data security. The Commission has also issued instructions from time to time that only EROs/AEROs should have "Write" permission on the electoral database and this "write" permission should be only on the basis of the "digital signature" of the concerned ERO/AERO. This policy of the Commission must be implemented strictly. A date and time stamp and complete audit trail of all transactions on database must be maintained. No record shall be physically deleted from the database. Deletions shall be only through deletion flags so that in the event of a complaint the audit trail shall be available and full enquiries can reveal the identity of the person who made any change in the database. Nobody except authorized Database Administrator should have access to the backend of the database. CEOs should also ensure that the entire database is replicated at a disaster management site at a different location.

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